



DEPARTMENT OF FORESTRY AND FIRE PROTECTION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF FORESTRY AND FIRE PROTECTION	RELEASE DATE:	Monday, March 2, 2009
POSITION TITLE:	Chief of Budgets	FINAL FILING DATE:	Friday, March 13, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	02262009_2

POSITION DESCRIPTION

Under administrative direction of the Deputy Director, Management Services, the Chief of Budgets formulates and administers the Department of Forestry and Fire Protection's (CAL FIRE's) statewide Budget Program and is responsible for evaluating, recommending, and implementing policy with statewide impact. The position also influences internal and external policy makers regarding the development of new programs and the fiscal impact of new fees/revenue sources, advises control agencies on the implications of policy decisions on the department and to the state, reports to the Deputy Director, Management Services regarding budgetary actions taken by control agencies, and recommends appropriate actions.

The incumbent identifies appropriate long-term procedures to adequately track departmental funding and projected expenditure levels to allow the Directorate to confidently make appropriate fiscal and operational decisions; develops and implements fiscal resources management policy; oversees the development of a variety of tools to provide a more accurate fiscal picture to the Directorate; advises the Directorate of the department's financial position and recommends spending restrictions as necessary; and coordinates the fiscal implementation of the new FISCAL and 21st Century data systems.

The incumbent also develops the appropriate administrative recovery methodology and departmental policy regarding this recovery for local government agreements; approves recovery rates for direct costs charged to these agreements; advises the Directorate regarding the fiscal implications related to annual adjustments, both on the department and on local governments; makes operational policy decisions regarding administrative and reimbursable cost recoveries for the department; advises control agencies on the implications of policy decisions on the department and to the state; reports to the Directorate regarding budgetary actions taken by control agencies and recommends appropriate action.

The Chief of Budgets testifies before Legislative Budget Subcommittees regarding the department's budget or the fiscal impact of other legislation and relative to the department's capital outlay needs. The incumbent is also the primary contact with the Department of Finance, the Legislative Analyst's Office, the Resources Agency, Legislative Committee Consultants, the Governor's Office, and the Department of Personnel Administration, on all fiscal and budgetary issues for CAL FIRE.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and

review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Extensive knowledge of the state's budget process.

Thorough knowledge of the legislative processes, specifically those that pertain to fiscal matters impacting state operations.

Thorough knowledge of control agencies processes, and policies and procedures of the Department of Finance.

Thorough knowledge of state rules and policies regarding fiscal management; and basic concepts of strategic and operational planning.

Thorough knowledge of the department's Fire Protection, Resource Management, Office of the State Fire Marshal, and Management Services Programs.

Demonstrated ability to advise, consult, and work cooperatively with departmental staff, as well as legislators, federal, state, and local government, and other public and private agencies.

Demonstrated ability to communicate effectively; build consensus and to value differing opinions, viewpoints, perspectives, needs, and interests.

Demonstrated experience directing a statewide Budget Program with complex fiscal systems.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be

conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief of Budgets**, with the **DEPARTMENT OF FORESTRY AND FIRE PROTECTION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Applicants must file their application, resume, and Statement of Qualifications with the California Department of Forestry and Fire Protection (CAL FIRE) either in person at 1300 "U" Street, Sacramento, California, or mail to P.O. Box 944246, Sacramento, California 94244-2460, Attention: Trisha Addison, Examination Unit.

ALL APPLICATION MATERIALS MUST BE RECEIVED NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE OF MARCH 13, 2009 TO BE CONSIDERED.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length and the font should not be smaller than 10 pitches.
- Resumes do not take the place of the Statement of Qualifications.
- A resume.

Applications must be submitted by the final filing date to:

DEPARTMENT OF FORESTRY AND FIRE PROTECTION, Human Resources - Examination Unit

P.O. Box 944246, Sacramento, CA 94244-2460
Trisha Addison | (916) 445-7890 | trisha.addison@fire.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF FORESTRY AND FIRE PROTECTION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>